

## COMMONWEALTH'S ATTORNEY

**Mission Statement:** The mission of the Commonwealth's Attorney is to investigate and prosecute felony, misdemeanor, traffic and juvenile criminal cases. The cases are presented by the following law enforcement offices: Virginia State Police, the Loudoun County Sheriff's Office, the Leesburg, Middleburg and Purcellville Police Departments, the Metropolitan Washington Airport Authority Police Department, the Loudoun County Department of Social Services, the Department of Animal Care and Control. In addition, the Commonwealth's Attorney handles criminal complaints filed by private citizens of the County of Loudoun. The Victim Witness program, also overseen by this Office, provides an interface between the judicial system and crime victims and witnesses. The program helps ensure victim/witness cooperation in the prosecution process, increases witness safety and reduces the trauma that often results from being involved in a criminal case.

**Department Description:** As legal counsel for the Commonwealth of Virginia, the duties of the Office are mandated by the Code of Virginia. An "on duty" attorney is available to respond to legal inquiries from law enforcement officers and magistrates and handle the prosecutor's role in any criminal emergencies. The investigators work with the attorneys and other law enforcement agencies as required on an ad hoc basis to provide detailed information that may be required in specific complex cases. An administrative staff maintains internal case files, updates legal publications, coordinates and tracks attorney court appearances, issues and cancels subpoenas, and prepares and files motions, indictments, discovery and other legal documents.

The Victim Witness Program provides 24-hour crisis intervention – a member of the Victim Witness staff is always available to respond to crime scenes and to accompany sexual assault victims to the hospital if necessary. The program advises victims of their rights (as provided through the Virginia Code) and to notify them of the services the program provides. These services include, but are not limited to, the following: explanation of the court process, courtroom tours, liaison within criminal justice system, courtroom accompaniment, witness preparation, filing of claims through criminal injuries compensation fund, referral to supportive services, victim impact Statements, restitution assistance, and safety planning.

Departmental Financial Summary	FY 02 Actual	FY 03 Actual	FY 04 Actual	FY 05 Adopted	FY 06 Proposed
<b>Expenditures:</b>					
Personnel	\$1,938,704	\$2,071,604	\$2,194,486	\$2,380,000	\$2,345,000
Operations & Maintenance	151,612	126,227	123,387	126,000	152,000
Capital Outlay	14,702	0	9,300	0	0
<b>Total Expenditures:</b>	<b>\$2,105,018</b>	<b>\$2,197,831</b>	<b>\$2,327,173</b>	<b>\$2,506,000</b>	<b>\$2,497,000</b>
<b>Departmental Revenue</b>					
Local Fees, Charges, Etc.	\$3,538	\$3,066	\$3,085	\$0	\$0
Commonwealth Funding	563,501	475,227	563,165	518,000	518,000
Federal Funding	28,512	16,541	37,374	29,000	29,000
<b>Total Revenues:</b>	<b>\$595,551</b>	<b>\$494,834</b>	<b>\$603,624</b>	<b>\$547,000</b>	<b>\$547,000</b>
<b>Local Tax Funding:</b>	<b>\$1,509,467</b>	<b>\$1,702,997</b>	<b>\$1,723,549</b>	<b>\$1,959,000</b>	<b>\$1,950,000</b>
<b>FTE Summary:</b>	<b>30.00</b>	<b>32.00</b>	<b>32.00</b>	<b>31.00</b>	<b>32.00</b>

**County Administrator's Recommendation:** The FY 06 proposed budget for the Commonwealth's Attorney's Office includes increases in health insurance and maintains service delivery at current levels. Local tax funding requirements decrease by \$9,000 due to changes in personnel.

### Budget History:

**FY 02:** The Board approved enhancements totaling 2.00 FTE for a case manger to supervise the Victim Witness Program and a secretary to support the three attorneys with felony cases in the Prosecution section.

**FY 03:** The Board approved enhancements totaling 2.00 FTE for a case manager to supervise and maintain caseload for the Victim Witness Program and an attorney to assist with the increasing misdemeanor and felony caseload in the Prosecution section.

**FY 04:** The FY 04 Adopted Fiscal Plan for the Commonwealth's Attorney includes funding for implementation of the FY 04 compensation plan and the combined impact of inflation and midyear budget reductions.

**FY 05:** One (1.00 FTE) was eliminated during the FY 05 Proposed Budget process.

**FY 05 Mid-Year:** The Board approved the addition of 1.00 FTE to the Commonwealth's Attorney for a Gang Task Force Prosecutor. This position was partially funded through a Grant from the State Compensation Board.